

JOB DESCRIPTION

POSITION TITLE: Technology Application Specialist	JOB CODE: 4461
DIVISION: Technology Services	SALARY SCHEDULE: Technology Services
DEPARTMENT: Information Systems	WORKDAYS: 238
REPORTS TO: Director, Information Systems	PAY GRADE: Rank I (NT09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides support to the Technology Services Department by coordinating the planning, implementation, and support of new and enhanced IS applications for mission critical school district requirements.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor's degree requirement.
2.	Certification/License Required: None
3.	Experience: 3 years of relevant IT experience including project management and K-12 student information software application implementation and/or expertise, training development and delivery, quality assurance testing, and technical documentation
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; excellent interpersonal skills; strong project planning, training, and organizational skills; proficiency with MS Office Suite, MS Project and Adobe Captivate or comparable video tutorial development application

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Works with internal technology personnel and external vendors to coordinate the implementation of software applications and programs to the district schools and offices.
3.	Serves as application subject matter expert for development, business analysis, selection, maintenance, and support of technology systems.
4.	Performs requirements gathering with end-users for software applications, enhancements, and data needs; assists with prioritization of requests to escalate critical requirements.
5.	Assists in the configuration of applications for initial use and ongoing maintenance (i.e. table setup of code values, etc.)
6.	Works with internal and external technology resources to develop and perform test plans to assure quality performance, reliability, usability, and security within applications and their environments for new implementations and upgrades.
7.	Develops project, end user, and support documentation for software applications and technology processes utilizing appropriate media for the task (i.e. desktop publishing, online tutorials, and web sites).
8.	Designs education materials and delivers end user application training using a combination of delivery methods including quick reference guides, online tutorials, and formal training classes.
9.	Serves as a liaison between Technology Services and its customers in the successful rollout of technology systems and processes providing effective communication and ongoing consultative support.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____